Trade Capacity Building Activities
in Developing Countries & Transitional Economies

Update Reporting Form
FY2006

In 2001, the U.S. Agency for International Development (USAID) conducted a survey on behalf of the Office of the U.S. Trade Representative (USTR) to identify and quantify the U.S. Government's trade capacity building activities in developing countries and transitional economies. The survey enabled the creation of an online, searchable database of trade capacity building (TCB) funding (http://qesdb.usaid.gov/tcb/index.html). The database includes TCB activities in the areas of policy, human resources, institutional infrastructure, and physical infrastructure that are designed to promote trade and/or have a direct link to promoting a country's ability to conduct trade within the World Trade Organization (WTO) rules-based system.

The database has been updated annually since 2001. This Update Reporting Form intends to collect data on FY06 funding on an obligations basis. This data is needed to respond to inquiries from Congress and executive branch agencies. It is also needed to respond to requests from the WTO and the Organization for Economic Cooperation and Development (OECD) for information on United States Government (USG) activities.

The TCB Database focuses only on initiatives and programs that strengthen the capacity of developing countries and transitional economies to engage in international trade. USG activities to promote U.S. exports to developing countries and other overseas markets should not be included in the report, unless they also clearly contribute to strengthening the trade capacity of developing countries and transitional economies.

Reporting Form Instruction Booklet

Trade Capacity Building Activities: UPDATE REPORTING FORM FY2006

What types of activities should be reported as "trade capacity building"?

Many USG agencies and institutions provide technical assistance to help developing countries and transition economies accede to, or comply with, the World Trade Organization. In addition to trade capacity building activities that are directly related to WTO accession and agreements, many USG agencies provide technical assistance to developing countries and transition economies in order to build their trade competitiveness. These technical assistance activities that are not specifically related to WTO accession or agreements can include, but are not limited to, any of the following types of support activities:

- negotiating regional trade agreements
- eliminating subsidies or price controls in the trade sector
- improving trade statistics
- encouraging business support services for exporting and importing companies
- developing business information for export and import markets
- drafting commercial codes
- implementing antimonopoly policies
- designing consumer protection policies
- reforming government procurement
- improving sanitary/phytosanitary standards in traded goods
- promoting technology transfer to enhance trade
- removing technical barriers to trade
- applying rules of origin for trading purposes
- improving customs procedures
- developing a competitive workforce
- encouraging trade finance
- developing the financial sector
- achieving sound fiscal, monetary, and exchange rate policies
- developing necessary infrastructure for trade
- designing environmental standards and technology
- promoting investment agreements and investment protection mechanisms

What type of activities should <u>NOT</u> be reported as "trade capacity building"?

- support to microfinance or microenterprise institutions, *unless* it is specifically to promote the export of traditional handicrafts and other goods
- general activities to increase agricultural productivity, *unless* it is specifically to promote the export of particular agricultural products
- technical assistance provided by a USG agency or unit *but* funded by the host country government or by a multilateral donor institution
- privatization activities, *unless* they affect enterprises in the trading sector or increase the availability of trade finance
- support to the development of natural resources, *unless* it is expected to foster cross-border exchange of those resources
- assistance going directly to an economic country group that includes at least some non-developing country members, *e.g.*, APEC, *unless* it is aimed at only the developing country members
- support for energy sector policy and institutional reform, *unless* it is expected to expand export capacity either directly or indirectly
- support for improving governance and transparency at the local level of government
- an activity designed to improve the effectiveness of a USG program itself, *e.g.*, the appointment of senior advisors to facilitate decisions on program funding
- support for national parks and conservation, *unless* it is designed specifically to attract foreign tourism trade
- education activities, *unless* they are specifically designed to improve trade-related skills or knowledge of trade policy issues, *e.g.*, introduction of international accounting standards or WTO rules workshops
- child survival activities
- civil society activities, *unless* they are specifically designed to increase citizen participation in trade policymaking

How will this Update Reporting information be used?

The reported data will be used to respond to requests from Congress and executive branch agencies for timely and descriptive information on the trade capacity building activities of the USG. In addition, this data will be submitted to the OECD DAC Doha Development Database of TCB Activities. This database enables the donor community to track their progress in fulfilling the commitments made at the WTO's Doha Ministerial Meeting in November 2001. Beyond those two specific and immediate needs for this information, the reported data and information will enable USAID to update and expand its Trade Capacity Building Database. The TCB Database is available on USAID's TCB website for direct use by USG agencies and the public (http://qesdb.usaid.gov/tcb/index.html).

At what level should trade capacity building activities be reported on this form?

The information should be reported at the "activity" or "program" level. Funding reported at the country or at the Strategic Objective/Agency Goal level is too generalized. Funding reported at the task order or "event" level is too specific.

We realize that terminology varies across US Government Agencies. Please contact the TCB team (tcb@devtechsys.com) if you have questions regarding the level of reporting specificity that is required.

What information do you need to complete this Update Reporting Form?

- The title of the activity/program that promotes trade capacity building
- The TCB-related funding for the activity in FY06
- The country or region that benefits from the activity
- Fiscal year start/end dates of the activity
- Name of USG agency or unit that funds and implements the activity. If the activity is funded or implemented by an agency other than the agency you represent, you will be requested to provide a contact name at the other agency. If USAID or the State Department is the funding agency, you will be asked to specify the funding accounts.
- A brief description of the activity/program demonstrating how it applies to TCB
- Knowledge of whether the activity supports a Free Trade Agreement with the U.S.
- The percentage allocation of the funding showing what TCB categories are involved
- Knowledge of whether the activity supports TCB in the cotton production sector, or cotton-related sectors
- Knowledge of whether the activity is part of an Millennium Challenge Corporation threshold plan
- Knowledge of whether the activity has been or is being monitored or evaluated, and if so, what type of monitoring or evaluations were or are being conducted, and what conclusions were reached

TCB Online Data Collection Tool Users' Guide

This guide provides step-by-step instructions on how to complete the FY06 online version of the Trade Capacity Building update forms.

Step 1: Self-Registering

Open your internet browser and go to **http://qesdb.usaid.gov/dap/dap.html**.
The welcome page, as seen below, allows you to either create a self-registration account, or log-in as a registered user.

On your first visit, you must self-register by clicking on the **Create a Self-Register Account** button on the left-hand side of the screen. (*Note: If you used the online form to report FY05 data last year, you must still self-register and create a new account. If you have already registered for FY06, please click the* **Log-in as Registered User** *button to log-in.*) The following screen will appear after clicking the **Create a Self-Register Account** button:

Name: Please enter your full name.

Reporting Agency: Choose your agency or mission.

User ID: Enter anything that you will easily remember (email address, mission name, etc.). This will be your account name which you will use to log-in in for future FY06 use.

Password: Select a character-only password (case-sensitive).

Re-enter Password: Please re-type your password for verification purposes.

Phone: Enter your telephone number.

Email: Enter email address.

Password Hint Question and **Hint Answer:** Please select a password hint question from the drop-down list and enter the correct answer. This will be used if you forget your password.

Submit: Please click the submit button when you have finished filling in the form and have reviewed the information you entered.

If your self-registration was unsuccessful an error message will identify which areas of your registration resulted in an error message. If after addressing these problem areas you still experience difficulty registering, please contact the TCB survey team (tcb@devtechsys.com). If your self-registration was successful you will be directed to the *TCB Activity Summary* page. Please see the next steps for further instructions.

Step 2: Data entry

Once you have successfully self-registered, you are automatically directed to the *TCB Activity Summary* page. This page is also the screen you will be directed to when logging-in for future FY06 data entry. The *TCB Activity Summary* page includes both your **TCB Activity Summary** table as well as a list of brief instructions at the bottom of the page, which should serve as a quick reference for you as you enter activities into the TCB Survey.
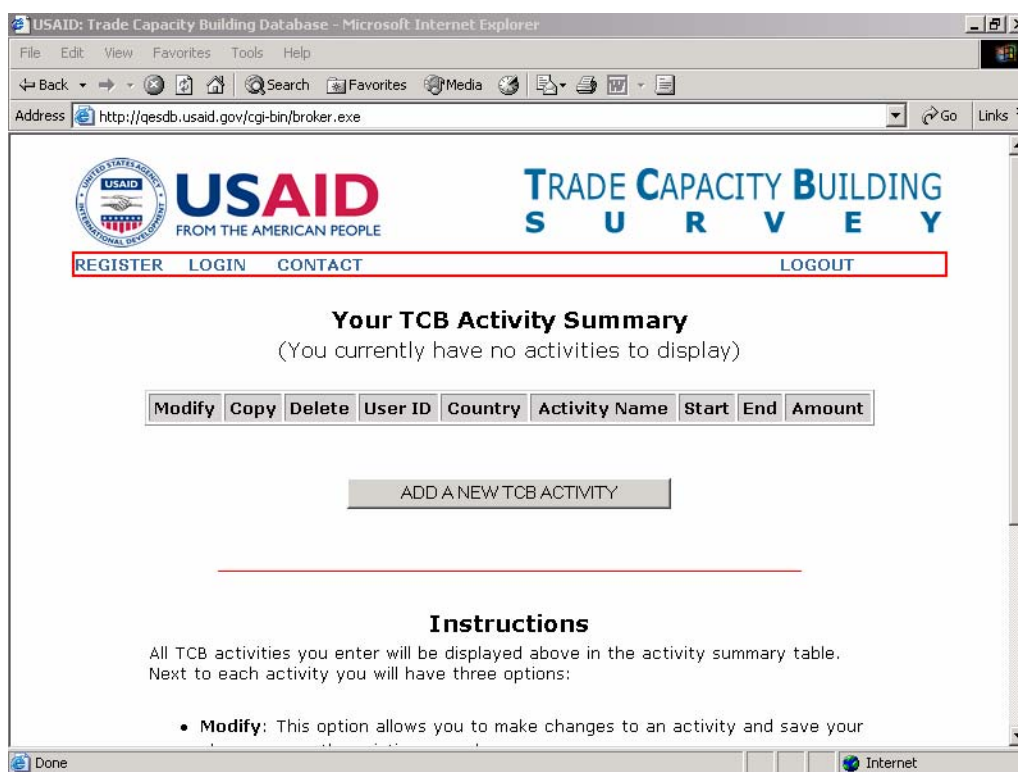
When you log-in for the first time, the *TCB Activity Summary* page will have only the column headings of your summary table. When you enter data, each unique activity will appear in a separate row, allowing you to view a snapshot of your entries. In addition, you can easily navigate between activities you may be in the process of filling out, and activities that you have completed and wish to review. Later on, after you have entered one or more activities, you will have the option to modify, copy, or delete any existing entries. These functions will be addressed later in this introduction.

To add a new activity, please click the **ADD A NEW TCB ACTIVITY** button. You will be directed to the TCB online data collection tool on the *TCB Survey* page. Here, you fill find a list of 17 questions that you are asked to complete.

The TCB survey form must be completed once for each TCB activity that is reported. For example, if your office funds or implements five trade-related activities, you should fill out five TCB survey forms. Detailed instructions on how to fill out the TCB survey form follow this introduction.

As you complete the forms, a list of your entered activities will appear in the summary table on the *TCB Activity Summary* page depicted above (page seven). When you have submitted one or more activities, it is possible to use the activity summary table on the *TCB Activity Summary* page to modify, copy, or delete any entry. In order to edit an activity, click the **Modify** link next to the appropriate activity. You will be directed to the TCB survey form and your previous answers will be displayed. You can make any changes you choose, and then save changes by resubmitting the form. For those users that fund or implement the same activity in multiple countries, the copy function streamlines the data entry process. When copying a record, please ensure that you edit the copied form to avoid double counting. You may also want to slightly modify the title (for example, by adding the country name or numbering/lettering) of the activity in some way to differentiate it from the activity that you copied from. If you choose to delete an activity by clicking the **Delete** button, the activity will be immediately deleted from your summary table.

Step 4: Fill out the TCB survey form

Please complete one TCB survey form for each TCB activity funded or implemented by your agency.

When you are ready to fill out the TCB survey form, open the form by clicking on the **ADD A NEW TCB ACTIVITY BUTTON**. Below are descriptions of each question. Please note that you may save your progress at any point in the survey by clicking the **Save Changes/Return to Activity Summary** button at the bottom of the survey form. You can return to the activity at any time by selecting the **Modify** link on the *Activity Summary* page.

1. **Enter the Activity Title:**
   Type the activity title in the space provided. Please limit the title to 200 characters or less. Names of strategic objectives, contractors, and other general titles should not be used. Only reports at the activity level should be included. Please spell out acronyms.

2. **Enter the FY06 TCB funding amount (in dollars, no commas, e.g., 375000) [ONLY INCLUDE THE PART THAT IS TCB-RELATED]:**
   Report the total funding for the activity in FY06. If you are reporting on a large activity that has a trade component, only report the funding for the trade-related portion of the activity. The funding related to trade capacity building, once you have estimated its level, should be reported in dollar terms and on an obligations or planned obligations basis, and with no commas or other symbols.

3. **Select the country or region for this activity**
   Select the country or region from the drop-down list provided. The list is arranged alphabetically by country, region, and then international trade secretariat. *Whenever possible, report country-specific activities*. That is, please report one activity and one country per reporting form. If truly regional in scope, regional programs can be reported by selecting a regional non-specified category (e.g. "Western Africa ns"), or international trade secretariat (e.g. SADC Secretariat). In addition, it is also possible that some activities are global in nature. For example, an awareness-raising WTO workshop to which delegates from developing and transition countries world-wide are invited would be considered a global, non-specified activity. In this case, select "global ns" from the country/region drop down list.

4. **In what FY did this activity start?**
   Please enter the fiscal year that the activity started.

5. **In what FY is this activity expected to end?**
   Please enter the fiscal year that the activity ended or is expected to end.

6. **Funding agency for this activity**
   Select the funding agency for the activity from the drop-down list. NOTE: Questions 6a and 6b are USAID and State Department specific. If you are reporting for another USG agency, please skip to question seven.

6a. If the funding agency is USAID or State Department, please select the funding account.
    If your funding agency is USAID or State Department, please choose the appropriate funding account. Please note that if the activity is funded from multiple accounts, you should select "multiple" and continue on to question 6b.

    Please see the full name of each account below.
ACI: Andean Counterdrug Initiative
AEEB: Assistance to Eastern Europe and Baltics
CFR: Conflict Response Fund
CSH: Child Survival and Health
DA: Development Assistance
ERMA: Emergency Refugee and Migration Assistance
ESF: Economic Support Fund
FSA: FREEDOM Support Act
FSU: Assistance to Independent States of Former Soviet Union
IDA: International Disaster Assistance
IDFA: International Disaster and Famine Assistance
INCLE: International Narcotics Control and Law Enforcement
IRRF: Iraq Relief and Reconstruction Fund
MCA: Millennium Challenge Account
MRA: Migration and Refugee Assistance
NADR: Nonproliferation, Anti-Terrorism, Demining & Related Programs
PEPFAR: President's Emergency Plan for AIDS Relief
PL480: Food for Peace
TI: Transition Initiatives
Other: Other

6b. If multiple accounts were used to fund the activity, please specify the account and corresponding amount.
    After completing the first two parts of question six, please choose the accounts the activity was funded from and indicate the dollar amount (using no commas or other symbols) funded from each respective account. For example, if the total FY06 funding amount for an activity is $1,000,000 and it is funded with 50 percent DA funds and 50 percent ESF funds, select DA from the first drop down list, and type 500000 in the dollar field next to it. In the second drop down list, select ESF and type 500000 in the corresponding dollar field.

7. If your agency/mission is NOT the funding agency/mission for this activity, please give a contact name and email for the funding agency:
    Please provide a contact name and email for the funding agency if your agency or mission is not the activity funder.

8. Implementing agency for this activity
    Please choose the implementing agency or mission for the activity from the provided drop-down list.

NOTE: Your agency is considered to be the implementer if your funds are not transferred to another USG agency or USAID operating unit in the course of carrying out the activity. If your funds are transferred to another USG agency or USAID operating unit in the course of carrying out this activity, that agency or unit is considered to be the implementer.

Your Agency/Mission/Unit is still considered to be the funder and implementer if your funds are transferred to an NGO, a multilateral organization, or a contractor. Also, if your mission "buys-in" to an existing EGAT mechanism like Support for Trade Capacity Building (STCB) or Trade Enhancement for the Services Sector (TESS), you should report that EGAT/EG is the implementer and USAID/"your mission" as the funder. EGAT Procurement mechanisms can be found on the USAID intranet at: http://inside.usaid.gov/eg/contract_grant_svcs.htm

9. If your agency/mission is NOT the implementing agency/mission for this activity, please give a contact name and email for the implementing agency:
Please provide a contact name and email for the implementing agency if your agency or mission is not the activity implementer.

10. Activity Description (please be sure to mention any accomplishments, if already known):
Please provide a brief narrative describing the activity. Ensure that the description reflects the trade-related portion of the activity. Activity descriptions should reflect the TCB categories that you will choose in question 14. Your description should include a sense of the means used in the activity, e.g., technical assistance, training, resident advisors, or commodity transfers. Quantify wherever it is reasonable to do so. For example, if the activity included a workshop on WTO issues, estimate the number of participants, if known. Please limit your description to 2000 characters.

If any accomplishments are known, please include them in your activity description. Accomplishments are not necessarily "success stories" that were prepared for publication, but can be more informal descriptions of what was achieved as a result of the activity. For example, if your activity's purpose is to help establish a business association, you might note if one or more business associations were formed and how many businesses and individuals are members.

11. If this activity is funded by USAID, but implemented by another agency, was it transferred via a 632(a) or 632(b) mechanism?
If this question does not apply to your activity, please skip to question 12.

12. Does this activity support a Regional Trade Agreement (RTA), Free Trade Agreement (FTA), or a U.S. Bilateral Trade Agreement?
Please indicate yes or no by checking the radio buttons. If you answer yes, you will be asked to identify the appropriate agreement using a drop-down box.

13. If yes, which one?
> If your activity supports an RTA, FTA, or bilateral trade agreement, please choose the appropriate agreement from the drop-down list. If your activity does not support one of these types of agreements, please skip to the next question.

14. Use the column on the left to specify the % share of each type of activity for the funding reported. (THE COLUMN MUST SUM TO 100)
> What category or categories does your activity fall under? Definitions of the TCB categories are contained in the annex. Aggregate categories are noted on the left-hand side of each activity category. Percentages in the column must sum to 100 percent. You are being asked to exercise a reasonable amount of judgment in making the best estimate of the percentage allocation.
>
> Note: Below are a few key points to bear in mind.
> - Do not confuse non-WTO-consistent assistance with WTO-consistent assistance. For example, TCB assistance to promote the agricultural export capacity of a country should be reported on the line "Trade-Related Agricultural Development." By contrast, TCB assistance to a country in its participation in the WTO Agreement on Agriculture—or participation in a WTO-consistent Agricultural Agreement under a regional trade arrangement—should be reported on the WTO-consistent line "Agreement on Agriculture." Similarly, TCB to help a country's customs service become more efficient should be reported under the "Customs Operations & Administration" a sub-component of Trade Facilitation. By contrast, TCB assistance to a country in its participation in a WTO-consistent Agreement on Customs Valuation Methods should be reported on the WTO-consistent line "Agreement on Customs Valuation Methods."
>
> - Do not confuse the type of TCB assistance provided with the trade sector for which capacity is being built. For example, the TCB activity may include providing services to a private sector group. This should not be reported under "Services Trade Development" *unless* the capacity to engage in services sector trade is being enhanced. Similarly, an activity to build trade capacity might involve the provision of financial support or guarantees. This should not be reported under "Financial Sector Development" *unless* the activity is expanding the financial sector itself.
>
> - Do not confuse "competitiveness building" with "competition policy." TCB assistance to enhance the export competitiveness of a country should be reported on the appropriate line. This could be any of the categories, depending on the nature of the "competitiveness activity." The TCB category "Competition Policy & Foreign Investment Incentives" refers specifically to work on competition policies (or antitrust policies) and the regime in place for foreign investment and foreign investment incentives.
>
> - Legal and Institutional Reform activities should be coded to Governance/Transparency & Inter-Agency Coordination.

Notes about the data:
>If you have further information about your activity's data or believe that there is some aspect of the data that requires additional explanation that is not captured in the survey, please feel free to note that information in the text box provided.

15. Does this activity support trade capacity building in the cotton production sector, or in cotton-related sectors, of the country or region within which it operates?
>Please indicate yes or no by checking the radio buttons.

16. Is this activity part of a Millennium Challenge Corporation Threshold Plan?
>Please indicate yes or no by checking the radio buttons.

17. Has this activity, or a predecessor activity, been evaluated or have its results been monitored in some way?
>Please indicate yes or no by checking the radio buttons. If you answer yes, you will be asked to elaborate in the next question.

17a. If yes, briefly describe the type of monitoring or evaluation, as well as the conclusion:
>Describe the type of monitoring and/or evaluation and conclusions (both measurable and descriptive, if applicable).

17b. If yes, is the report posted on the web? Give URL: (If not posted on the web, please attach the report in an email to tcb@devtechsys.com.):
>If you know of a URL that contains a monitoring and/or evaluative report for the activity, please cut and paste the URL into the provided text box. If you have a copy of the monitoring and/evaluative report, please attach a copy of the report in an email to the TCB team.

When you are finished filling in the questions, please review your answers. If you are satisfied with your responses, please print a copy for your records, and then submit your entries by clicking the **Save Changes/Return to Activity Summary** button. You will be redirected to the Activity Summary page and your newly submitted answers will appear on the activity summary table.

<div align="center">

Congratulations! You have just completed an FY06 Update form!

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At this point, you may enter more data by filling out another update form, edit or copy the data you just entered or logout and terminate your session. Remember, at any point in the future (until the designated lock-down period) you can log back on and edit your forms, delete a form, or add more data.

Annex: Trade Capacity Building Category Definitions

__Trade Facilitation__ has six components:

- ⭑ **Customs Operation & Administration** is assistance to help countries modernize and improve their customs offices.

- ⭑ **E-commerce Development & Information Technologies** is assistance to help countries acquire and use IT to promote trade by creating business networks and disseminating market information.

- ⭑ **Export Promotion** is assistance to increase market opportunities for developing country producers.

- ⭑ **Business Services & Training** are support to improve the associations and networks in the business sector, as well as to enhance the skills of business people engaged in trade.

- ⭑ **Regional Trade Agreement (RTA) Capacity Building** represents assistance to an RTA or to an individual country that increases the ability of the RTA to facilitate trade. It can also include assistance to a potential member of an RTA that improves the analytical capacity of the country's government with respect to RTA issues. It is *not* intended to include TCB assistance in a specific area that is being provided under the auspices of an RTA. For example, technical assistance to help COMESA facilitate trade among its member countries would be included in this component. However, technical assistance to help COMESA member countries comply with SPS standards should be reported on the lines for Trade-Related Agricultural Development or the WTO Agreement on Sanitary & Phyto-Sanitary Standards.

- ⭑ **Other Trade Facilitation** includes support to increase trade flows that is not categorized in one of the other four categories.

__Human Resources & Labor Standards:__ Support of labor standards, worker rights, trade unions, workforce development, business education, and the social aspects of liberalization.

__Physical & Economic Infrastructure:__ Assistance to establish trade-related telecoms, transport, ports, airports, power, water, and industrial zones.

__Trade-related Agricultural Development:__ Includes support for trade-related aspects of the agriculture and agribusiness sector. Support that is intended to help countries participate in the WTO Agreements on Agriculture or SPS should not be included.

__Environmental Sector Trade & Standards:__ Includes assistance to establish environmental standard or to promote environmental technology.

__Governance/ Transparency & Interagency Coordination:__ Includes support for institutional reform to improve governance and make policies more transparent, as well as assistance to help

the different agencies of a host country government function more effectively in the trade policy arena.

Financial Sector Development & Good Governance: Includes financial sector work, monetary and fiscal policy, exchange rates, commodity markets, and capital markets.

Competition Policy & Foreign Investment Incentives: Support for the design and implementation of antitrust laws, as well as laws and regulations related to investment and investor protections.

Services Trade Development: Includes all service industry sectors and two sub-components are specified – **Tourism Sector Development** and **Other Services Development**.

WTO in General: Includes assistance in two broad areas – **WTO Awareness & Participation in General** and **WTO Accession**. If the country is actively engaged in the WTO Accession process, then all assistance related to WTO and its Agreements should be reported as "WTO Accession." If the country is not in the accession phase, then all assistance of a general or "awareness" nature should be reported on the line "WTO Awareness & Participation in General."

Activities to assist countries with specific WTO Agreements should be reported on the relevant line, using the follow descriptions of the agreements.

Brief Description of WTO Agreements

(Descriptions were adapted from the WTO web site.)

Agreements on Trade in Goods: Determine how to resolve conflicts between provisions of the pre-1995 GATT and the current WTO.

Agreement on Agriculture: Sets up significant first step towards fairer competition and less distortion. It includes specific commitments by WTO member governments to improve market access and reduce trade-distorting subsidies in agriculture. These commitments are being implemented over a six-year period (10 years for developing countries) that began in 1995.

Agreement on Sanitary and Phyto-Sanitary Measures (SPS): Sets out the basic rules on food safety and animal and plant health standards to ensure that food is safe to eat. Also attempts to ensure that safety regulations are not being used to protect domestic producers. It allows countries to set their own standards, but it also says regulations must be based on science.

Agreement on Technical Barriers to Trade: Technical regulations and product standards may vary from country to country. If regulations are set arbitrarily, they could be used as an excuse for protectionism. The agreement tries to ensure that regulations, standards, testing and certification procedures do not create unnecessary obstacles.

Agreement on Trade Related Aspects of Investment Measures (TRIMS): This agreement applies only to measures that affect trade in goods. Recognizing that certain investment measures can have trade-restrictive and distorting effects, it states that no Member shall apply a measure that is prohibited by the provisions of GATT Article III (national treatment) or Article XI (quantitative restrictions).

Agreement on Anti-Dumping: If a company exports a product at a price lower than the price it normally charges on its own home market, it is said to be "dumping" the product. This agreement sets rules on how governments may react to dumping — it disciplines anti-dumping actions.

Agreement on Customs Valuation Methods: For importers, the process of estimating the value of a product at customs presents problems that can be just as serious as the actual duty rate charged. The agreement aims for a fair, uniform and neutral system for valuation of goods for customs purposes — a system conforming to commercial realities and outlawing the use of arbitrary or fictitious customs values.

General Agreement on Trade in Services (GATS): Inspired by essentially the same objectives as the GATT: improving trade/ investment conditions through multilaterally agreed disciplines; stabilizing trade relations through policy bindings on an MFN basis; and achieving progressive liberalization through subsequent rounds of negotiations.

Agreement on Rules of Origin: Determining where a product comes from is no longer easy when raw materials and parts criss-cross the globe to be used as inputs in scattered manufacturing plants. Rules of origin are important in implementing such trade policy instruments as anti-dumping and countervailing duties, origin marking, and safeguard measures.

Agreement on Subsidies and Countervailing Measures (CVM): Disciplines the use of subsidies, and it regulates the actions countries can take to counter the effects of subsidies. Under the agreement, a country can use the WTO's dispute-settlement procedure to seek the withdrawal of the subsidy or the removal of its adverse effects. Or the country can launch its own investigation and ultimately charge extra duty ("countervailing duty") on subsidized imports that are found to be hurting domestic producers.

Agreement on Government Procurement: There are three areas of work on government procurement: transparency in government procurement, government procurement in services, and the Government Procurement Agreement itself, a "plurilateral" agreement signed by some WTO members.

WTO Trade Policy Review Mechanism (TPRM): Surveillance of national trade policies is a fundamentally important activity running throughout the work of the WTO. At the center of this work is the Trade Policy Review Mechanism (TPRM). All WTO members are reviewed, the frequency of each country's review varying according to its share of world trade.

Agreement on Trade-Related Aspects of Intellectual Property Rights (TRIPS): An attempt to narrow the gaps in the way these rights are protected around the world, and to bring them under common international rules.

Agreement on Import Licensing Procedures: Says that import licensing should be simple, transparent and predictable so as not to become an obstacle to trade. For example, the agreement requires governments to publish sufficient information for traders to know how and why the licenses are granted. It also describes how countries should notify the WTO when they introduce new import licensing procedures or change existing procedures.

Agreement on Safeguards: Members may take a "safeguard" action (i.e., restrict imports of a product temporarily) to protect a specific domestic industry from an increase in imports of any product which is causing, or which is threatening to cause, serious injury. The agreement broke new ground in prohibiting "gray area" measures and setting time limits ("sunset clause") on all safeguard actions.

Agreement on Disputes Settlement:: The main WTO agreement on settling disputes, with ultimate responsibility for settling disputes lying with member governments themselves, through the Dispute Settlement Body.

Other specific WTO Agreements: All activities to assist participation in any specific WTO Agreements not listed above should be reported on this line.

Other Trade Capacity Building: This line should be used to report a TCB activity that does not fit into any of the development-related sectors or any of the WTO-related categories. If you use this category, please elaborate on the reasons why in the notes textbox that immediately follows this category.